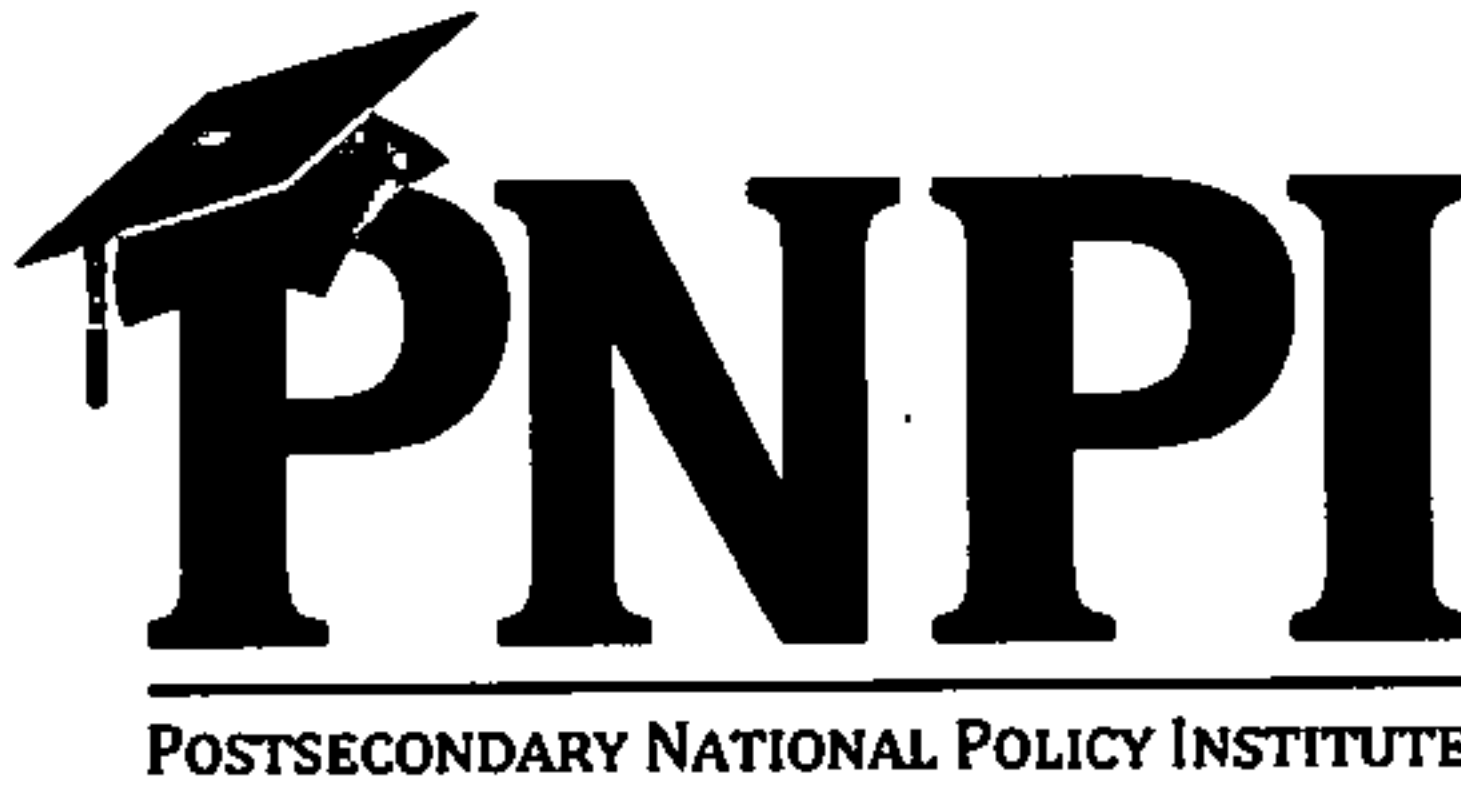


SECRETARY OF SENATE
16 OCT -4 PM 2:10

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

[illegible]

J. DeLa
(Signature of Traveler)



Federal Student Loan Servicing Seminar

Tuesday, August 9 - Wednesday, August 10

Harrisburg, PA

Updated July 26, 2016

SEMINAR GOALS

Deepen staff understanding of the role loan servicers play in the federal Direct Loan system and their work as it relates to regular in school, repayment and pre-default servicing.

Tour a loan servicing facility as a means to fully understand the processing and life of a student loan in repayment: walk through of fulfillment facility, overview of lender security, introduction to loan counselor training and evaluation, walk through of income-driven repayment and public service loan forgiveness processes, and overview of loan servicer contract and solicitation procedures.

AGENDA

Tuesday, August 9

1:45 PM

Staff arrive to board bus

Peace Circle (located by the reflecting pool on the northwest side of the U.S. Capitol)
 Pennsylvania Ave and First Street NW
 Washington, DC

2:00 PM

Chartered bus leaves

U.S. Capitol to Harrisburg, PA

4:30- 5:45 PM

Arrive & Check-into hotel

Crowne Plaza Harrisburg
23 South 2nd Street
Harrisburg, PA 17101

5:45 PM

Chartered bus leaves hotel for restaurant

6:00 - 8:00 PM

Working Dinner/Student Loan Servicing Overview

The Millworks
340 Verbeke Street
Harrisburg, PA 17102

Speakers:

MaryEllen McGuire, President, PNPI
Rachel Fenton, Senior Policy Analyst, PNPI
Ben Miller, PNPI Moderator

Questions for Review:

- What do federal Direct Loan (DL) servicers do?
- Who are the current federal student loan servicers and how were they selected?
- What are the current roles/responsibilities of DL servicers?
- How does the U.S. Department of Education (ED) assign direct loans?
- What performance metrics does ED use to evaluate DL servicers?

Wednesday, August 10

8:00 - 8:45 AM

Breakfast & Check-out

8:45- 9:00 AM

**Bus to FedLoan Servicing/Pennsylvania Higher Education
Assistance Agency (PHEAA) Headquarters**
1200 North 7th Street
Harrisburg, PA 17102

9:00 – 10:00 AM

Introductions & Overview of FedLoan/PHEAA

Speakers:

Dan Weigle, Sr. Vice President, FedLoan Servicing
Lauren Swett, Federal Contract Manager, FedLoan Servicing
Stephanie Martella, Sr. Vice President, Client Relations & Loan Operations

10:00 – 11:00 AM

Tour of FedLoan/PHEAA Headquarters Operations

Speakers:

Shelly Bowman, Vice President, Client Relations & Loan Operations
Mary Jo Telep, Output Operations, Technology Services
John Kilheffer, Enterprise Security Office, Technology Services

11:00 – 12:00 PM General Customer Service & Quality Presentation

Speakers:

Katie Mathe, Enterprise QA Manager, Loan Operations
Cindy Christine, Training Manager, Loan Operations

12:00 – 12:30 PM Working Lunch & Discussion

PHEAA Headquarters – Client Conference Room 1 & 2

Catered by:

Theo's Catering
1200 North 7th Street
Harrisburg, PA 17102

Speakers:

MaryEllen McGuire, President, PNPI
Ben Miller, PNPI Moderator

Discussion Questions:

- What new information did you learn on this morning's tour?
- What additional operations or information do you hope to view or obtain this afternoon?

12:30 – 1:15 PM Income-Driven Repayment (IDR) Presentation

Speakers:

Shea Arbogast, Income-Driven Repayment Support Analyst
Heather Rosenstein, Senior Borrower Experience Analyst

1:15 – 2:00 PM Public Service Loan Forgiveness (PSLF) Presentation

Speakers:

Brittany Wagner, Public Service Loan Forgiveness Support Analyst
Brenda Gossard, Public Service Loan Forgiveness Manager
Kristi Spataro, Senior Treasury Adjustment Specialist

2:00 – 2:30 PM Travel via chartered bus to FedLoan/PHEAA WestPort

4600 Westport Drive
Mechanicsburg, PA 17055

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Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Postsecondary National Policy Institute (PNPI)

Private Sponsor(s) (list all):

Travel date(s): August 9-10, 2016

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses (Amount & Description) |
|---|-------------------------|------------------|---------------|---------------------------------------|
| <input type="checkbox"/> Good Faith Estimate | \$125 | \$106 | \$80 | N/A |
| <input checked="" type="checkbox"/> Actual Amount | | | | |

Expenses for Accompanying Spouse or Dependent Child (if applicable):

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses (Amount & Description) |
|--|-------------------------|------------------|---------------|---------------------------------------|
| <input type="checkbox"/> Good Faith Estimate | N/A | N/A | N/A | N/A |
| <input type="checkbox"/> Actual Amount | | | | |

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Toured a loan servicing facility as a means to fully understand the processing and life of a federal student loan in repayment. See attached agenda for additional information.

9/28/16
(Date)

Josh Delaney
(Printed name of traveler)

J. Delaney
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9-28-2016
(Date)

Christopher
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Josh Delaney

Name of Traveler: _____

Employing Office/Committee: _____ Senator Warren

Private Sponsor(s) (list all): Postsecondary National Policy Institute (PNPI)

Travel date(s): August 9-10, 2016

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Harrisburg, PA

Explain how this trip is specifically connected to the traveler's official or representational duties:

Josh Delaney is Senator Warren's Education Policy Advisor. The subject matter of this travel is federal student loans and federal student loan servicing.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

7/6/2016
(Date)

J. Delane
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, ELIZABETH WARREN hereby authorize Joshua Delaney
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐ *BA.*

7/8/16
(Date)

Elizabeth Wane
(Signature of Supervising Senator/Officer)

are the Bill and Melinda Gates Foundation and the Lumina Foundation. PNPI maintains autonomy over the agenda, invitations and materials provided before and after the seminar.

We will depart for Harrisburg from the U.S. Capitol on Tuesday, August 9 at 2:00 PM and return you to the U.S. Capitol by 9:00 PM on Wednesday, August 10. Exact details about the pick-up and drop-off location will be sent the week prior to departure. If you have any questions about the seminar, please do not hesitate to email or call us directly.

PNPI's seminar on Federal Student Loan Servicing promises to be both educational and productive. We look forward to your participation!

Sincerely,

Sincerely,

**MaryEllen McGuire, President
Postsecondary National Policy Institute (PNPI)**

mcguffee@pdp1.org

202-841-7359

02-841-7359
Rachel Section

Rachel Fenton, Senior Policy Analyst
Postsecondary National Policy Institute (PNPI)

MEMORANDUM FOR THE RECORD

301-367-2752

2808

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Postsecondary National Policy Institute (PNPI)
2. Description of the trip: See attached.
3. Dates of travel: August 9-10, 2016
4. Place of travel: Harrisburg, PA
5. Name and title of Senate invitees: See attached.
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR -
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND -
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND -
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- OR -

- OR -

- If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

- PNPI has created the agenda, developed the invitation list, and is managing all event logistics.**

-
-
-

- See attached.**

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

In addition to multi-day seminars, PNPI sponsors Hill-based briefings for larger Hill audiences and is available to all congressional staff for postsecondary related research support. Our website offers resources including summaries of recent postsecondary reports and primers on higher education issues.

16. Total Expenses for Each Participant:

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses |
|---|-------------------------|------------------|---------------|----------------|
| <input checked="" type="checkbox"/> Good Faith estimate | \$125 | \$106 | \$80 | N/A |
| <input type="checkbox"/> Actual Amounts | | | | |

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip is arranged and organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

See attached.

19. Name and location of hotel or other lodging facility:

Crowne Plaza, 23 S 2nd St, Harrisburg, PA 17101

20. Reason(s) for selecting hotel or other lodging facility:

The hotel is conveniently located approximately 1.5 miles from the headquarters of our site visit to PHEAA.

This hotel offered more competitive rates than other hotels in the downtown area.

ATTACHMENT:

2. Description of the Trip:

This seminar is designed to deepen understanding of the role loan servicers play in the federal Direct Loan system and will include a tour of a Direct Loan servicing facility as a means to fully understand the processing and life of a federal student loan.

A detailed agenda is attached.

5. Name and title of Senate invitees:

Lauren Davies
Education Policy Advisor
Senator Alexander

Bob Moran
Education Policy Advisor
Senator Alexander

Josh Delaney
Legislative Assistant
Senator Warren

Kristin Nelson
Senior Counsel
Senator Alexander

Michael DiNapoli
Education Policy Analyst
Senator Sanders

Carly Rush
Counsel
Senator Murray

Julianna Herman
Senior Policy Advisor
Senator Bennet

Kathleen Smith
Education Policy Advisor
Senator Alexander

All staff were invited due to their employment with a Member who sits on the Senate HELP Committee.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

PNPI provides professional development to Congressional staff working on higher education issues. This seminar is designed to deepen participant understanding of the role loan servicers play in the federal Direct Loan system. We will also tour a loan servicing facility as a means to fully understand the processing and life of a student loan in repayment.

A detailed agenda is attached.

PNPI has sponsored thirteen prior seminars on the topics of college cost (held in Towson, Maryland in May 2012), student financial aid (held at New America and George Mason University in August 2012, the George Washington University in August 2013, the University of Virginia in August 2014 and the Kent Manor Inn in Stevensville, MD in May 2015), higher education accreditation (held in Owings Mills, Maryland in January 2013 and in Warrenton, VA in March 2016), competency-based education and prior learning assessment (held in Manchester, New Hampshire in May 2013), MOOCs and online learning (held at the Airlie Center in Warrenton, VA in April 2014), Minority-Serving Institutions (held in Atlanta, GA in October 2014 and in Seattle, WA in October 2015) and non-traditional students (held at the Kent Manor Inn in Stevensville, MD in August 2015). PNPI also sponsored a general issues Boot Camp (held at Kent Manor in Stevensville, MD in June 2016). All prior PNPI trips have been approved by the Ethics Committee.

18. Reason for selecting the location of the event or trip.

Participants will be touring a loan servicing facility as a means to fully understand the processing and life of a student loan in repayment. Harrisburg is home to the Pennsylvania Higher Education Assistance Agency (PHEAA), one of the Title IV Additional Servicing (TIVAS) entities with which the U.S. Department of Education contracts for the servicing of federal Direct Loans.

SECRET

United States Senate

**SELECT COMMITTEE ON ETHICS
HART SENATE OFFICE BUILDING, ROOM 220
SECOND AND CONSTITUTION AVENUE, NE
WASHINGTON, DC 20510-6425**

July 11, 2016

Josh Delaney
Office of Senator Elizabeth Warren
United States Senate
Washington, DC 20510

Dear Mr. Delaney:

This responds to your recent letter concerning an invitation you received to travel to the Federal Student Loan Servicing Seminar, in Harrisburg, Pennsylvania August 9-10, 2016, sponsored by Postsecondary National Policy Institute (PNPI). PNPI certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*¹ related to the travel and that it is neither a lobbyist, nor lobbying firm, nor an agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. PNPI also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal, and that no registered lobbyist will accompany you at *any point throughout your trip*.²

Based on information and materials available to the Committee, and assuming the actual travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip may be accepted under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, PNPI is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the

¹ The term “necessary expenses” has a specific definition. See *Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

² The term “any point throughout your trip” has a specific definition. See *id.* at 2.

Finally, Senate Rule 34 requires a reporting individual,³ on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$375 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their annual Financial Disclosure Report.

Sincerely,

Deborah Sue Mayer
Chief Counsel and Staff Director

³ A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$123,175 for CY 2016) or is a political fund designee and is required to file an annual Financial Disclosure Report.



Attendance is by invitation only, with no outside observers or lobbyists. Funding is provided solely by grants from established foundations. No government, individual, foreign, corporate or special interest money is accepted. The foundations supporting PNPI

are the Bill and Melinda Gates Foundation and the Lumina Foundation. PNPI maintains autonomy over the agenda, invitations and materials provided before and after the seminar.

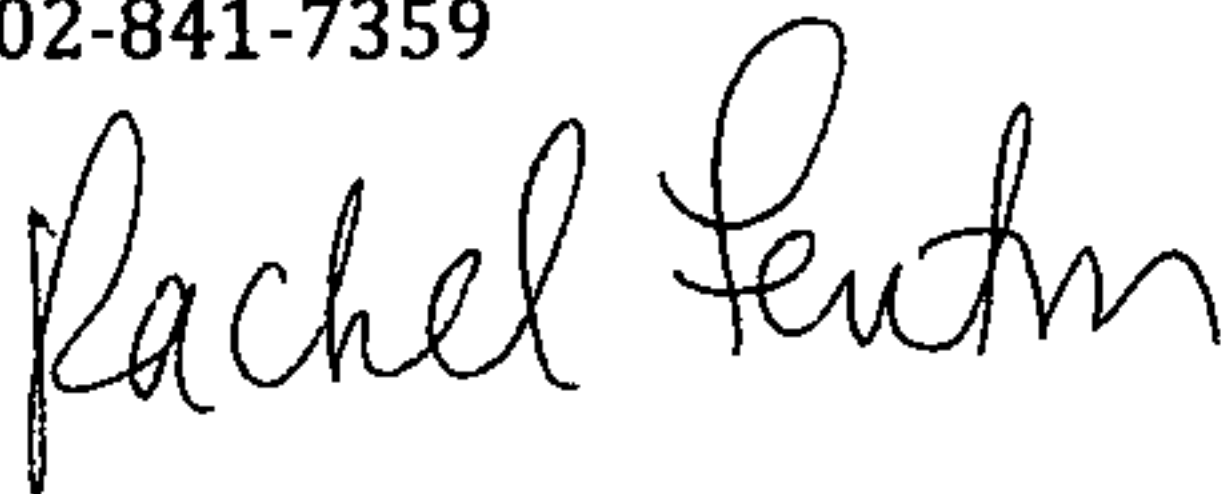
We will depart for Harrisburg from the U.S. Capitol on Tuesday, August 9 at 2:00 PM and return you to the U.S. Capitol by 9:00 PM on Wednesday, August 10. Exact details about the pick-up and drop-off location will be sent the week prior to departure. If you have any questions about the seminar, please do not hesitate to email or call us directly.

PNPI's seminar on Federal Student Loan Servicing promises to be both educational and productive. We look forward to your participation!

Sincerely,



MaryEllen McGuire, President
Postsecondary National Policy Institute (PNPI)
mcguire@pnpi.org
202-841-7359



Rachel Fenton, Senior Policy Analyst
Postsecondary National Policy Institute (PNPI)
fenton@pnpi.org
301-367-2752



Tuesday, August 9 - Wednesday, August 10
Harrisburg, PA

- Deepen staff understanding of the role loan servicers play in the federal Direct Loan system and their work as it relates to regular in school, repayment and pre-default servicing.
- Tour a loan servicing facility as a means to fully understand the processing and life of a student loan in repayment: walk through of fulfillment facility, overview of lender security, introduction to loan counselor training and evaluation, walk through of income-driven repayment and public service loan forgiveness processes, and overview of loan servicer contract and solicitation procedures.

Tuesday, August 9

Arrive & Check-into hotel
Crowne Plaza Harrisburg
23 South 2nd Street
Harrisburg, PA 17101

Figure 6

The Millworks
340 Verbeke Street
Harrisburg, PA 17102

MaryEllen McGuire, President, PNPI
Betsy Prueter, Senior Program Officer, PNPI
Rachel Fenton, Senior Policy Analyst, PNPI
Ben Miller, PNPI Moderator

- What do federal Direct Loan (DL) servicers do?
- Who are the current federal student loan servicers and how were they selected?
- What are the current roles/responsibilities of DL servicers?
- How does the U.S. Department of Education (ED) assign direct loans?
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Breakfast & Check-out

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Tour of FedLoan/PHEAA Headquarters Operations

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Ben Miller, PNPI Moderator

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Speakers:

Shea Arbogast, Income-Driven Repayment Support Analyst

Heather Rosenstein, Senior Borrower Experience Analyst

1:15 PM – 2:00 PM Public Service Loan Forgiveness (PSLF) Presentation

Speakers:

Brittany Wagner, Public Service Loan Forgiveness Support Analyst

Brenda Gossard, Public Service Loan Forgiveness Manager

Kristi Spataro, Senior Treasury Adjustment Specialist

2:00 PM – 2:30 PM Travel via chartered bus to FedLoan/PHEAA WestPort

4600 Westport Drive

Mechanicsburg, PA 17055

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A detailed agenda is attached.

PNPI has sponsored thirteen prior seminars on the topics of college cost (held in Towson, Maryland in May 2012), student financial aid (held at New America and George Mason University in August 2012, the George Washington University in August 2013, the University of Virginia in August 2014 and the Kent Manor Inn in Stevensville, MD in May 2015), higher education accreditation (held in Owings Mills, Maryland in January 2013 and in Warrenton, VA in March 2016), competency-based education and prior learning assessment (held in Manchester, New Hampshire in May 2013), MOOCs and online learning (held at the Airlie Center in Warrenton, VA in April 2014), Minority-Serving Institutions (held in Atlanta, GA in October 2014 and in Seattle, WA in October 2015) and non-traditional students (held at the Kent Manor Inn in Stevensville, MD in August 2015). PNPI also sponsored a general issues Boot Camp (held at Kent Manor in Stevensville, MD in June 2016). All prior PNPI trips have been approved by the Ethics Committee.

Participants will be touring a loan servicing facility as a means to fully understand the processing and life of a student loan in repayment. Harrisburg is home to the Pennsylvania Higher Education Assistance Agency (PHEAA), one of the Title IV Additional Servicing (TIVAS) entities with which the U.S. Department of Education contracts for the servicing of federal Direct Loans.

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

-
1. Sponsor(s) of the trip (please list all sponsors): Postsecondary National Policy Institute (PNPI)
-
2. Description of the trip: See attached.
-
3. Dates of travel: August 9-10, 2016
4. Place of travel: Harrisburg, PA
-
5. Name and title of Senate invitees: See attached.
-
6. I *certify* that the trip fits one of the following categories:
- ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- [OR]**
- ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- [AND]**
- ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
- ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- [AND]**
- ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- OR -

- OR -

- If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

-
-
-
-

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-

SECRET

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

In addition to multi-day seminars, PNPI sponsors Hill-based briefings for larger Hill audiences and is available to all congressional staff for postsecondary related research support. Our website offers resources including summaries of recent postsecondary reports and primers on higher education issues.

16. Total Expenses for Each Participant:

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses |
|--|-------------------------|------------------|---------------|----------------|
| <input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts | \$125 | \$106 | \$80 | N/A |

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip is arranged and organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

See attached.

19. Name and location of hotel or other lodging facility:

Crowne Plaza, 23 S 2nd St, Harrisburg, PA 17101

20. Reason(s) for selecting hotel or other lodging facility:

The hotel is conveniently located approximately 1.5 miles from the headquarters of our site visit to PHEAA.

This hotel offered more competitive rates than other hotels in the downtown area.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging for all congressional staff will be at the Crowne Plaza at a rate of \$106/night. Meals will be approximately \$32 for dinner on the first day and \$48 for breakfast, lunch, and dinner on the second day.

The lodging rate and daily totals are within the per diem rates for official federal government travel.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participants will be taking a chartered bus:

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor _____

Name and Title: MaryEllen McGuire, President

Name of Organization: Postsecondary National Policy Institute (PNPI)

Address: 718 7th St. NW, Floor 2, Washington, DC 20001

Telephone Number: 202-841-7359

Fax Number:

E-mail Address: mcguire@pnpi.org

Josh Delaney

Form RE-1